

# **Environmental Records Management Plan**

## **Picatinny Arsenal Environmental Management System**

Effective Date: 25 Feb 2004

**1. Purpose.** The purpose of this Management Plan is to properly track records in accordance with Picatinny Arsenal's Environmental Management System (EMS) and Administrative Record Requirements. The reason behind this requirement is to ensure all media specific required policies, plans, reports, training, and other requirements are properly maintained as well as immediate availability to regulatory officials and office staff. This plan pertains to all environmental requirements at Picatinny Arsenal.

**2. Responsibilities.** It is the program manager of the individual media to ensure that their files are kept up to date and properly maintained. Mr. Clark of the Environmental Affairs Office will be responsible for EMS records. Ms. Jeanne Rosen will be responsible for management of compliance records Johnson Controls will be responsible for the Administrative Record, which will include all site restoration files in accordance with the CERCLA Inter-Agency Agreement. Mr. Ted Gabel will ensure proper documentation for his Program.

**3. Compliance Requirements.** Under current environmental Regulations and laws there are numerous record requirements, which are media specific. To maintain optimum tracking and record keeping for regulatory inspectors only the most current and active files will be kept in the Environmental Affairs Office in Building 319. All other older/archive records will be kept in Building 3128 for future use in background investigations and research. The Program Manager for a specific media will keep originals and working copies of related documentation. A copy of all regulatory correspondence will be maintained in the cabinet outside the Chief, Environmental Affairs office. These files will be maintained by Ms. Jeanne Rosen. They will be kept in Chronological order and the most current 3 calendar years kept in the file. As records get updated, the older records will be boxed and properly marked for long-term storage in Building 3128.

**4. Restoration Requirements.** Under these requirements, are all site restoration files as they pertain to the cleanup at Picatinny Arsenal. These files are divided into two main categories, the Administrative record and site restoration working files. The Administrative Records will be maintained in Building 319 and will not leave the building. The public can review the files at either one of the local public libraries or at Picatinny. Copies can be requested if proper channels are followed. A complete current listing of the Administrative Record Index is submitted to the U.S. EPA quarterly by Johnson Controls and can be found in The Administrative Record.

**5. EMS Library Requirements.** The EMS Library located in Building 319 will remain secured, with access only for Environmental Affairs personnel. All cabinets in the Library will be clearly labeled for ease of indexing. Mr. Clark will maintain a virtual EMS Library. Copies of all pertinent documentation and guidance made available to the public, and kept up to date. Mr. Clark will maintain an up to date index of required records. On a monthly basis Mr. Clark will perform a records audit to ensure documents are current. As records get updated, the older records will be boxed and properly marked for long-term storage in Building 3128. The following is a listing of required documents for the EMS Library at a minimum.

**Installation/Program/Operational**

Management Plans

Air Mgmt Plans

Hazardous Waste Program Plan

Hazardous Waste Unit Mgmt Plans

SPCC/DPCC Plans

SPCC/DPCC Unit Mgmt Plans

Drinking Water Contingency Plan

Drinking Water Mgmt Plans

Wastewater Unit Mgmt Plans

Storm water General Mgmt Plan

Solid Waste Unit Mgmt Plans

ODC Mgmt Plan

P2 Plan

**Permits/ACOs/Agreements**

RCRA Facility Permit

RCRA SubPart X Permit

RCRA Incinerator Permit

NJD PES Permit

Stormwater Permit

Title V Air Permit

SDWA Permits

Administrative Consent Orders

Federal Facility Compliance Agreement

CERCLA IAG

**Environmental Management**

Guidance, Policy and Procedures

Installation Environmental Policy Statement

EMS Policy/Regulation

P2 Policy Statement

Office SOPs

EMS Guidance Letters  
EMS Army Directives

**Environmental Audits  
& Inspections**

EPAS Audits  
EMS/ISO  
IG  
Regulatory  
NOVs/Fines

**Written/Verbal EMS  
Communications**

Public  
Regulatory  
Army/DOD  
Picatinny Customers  
Regulatory Updates

**Teaming & Boards**

Charters  
Meeting Minutes  
Awards Documentation

**Environmental Planning**

Environmental Aspects  
Objectives/Targets  
Corrective Action Plans  
EMS certification